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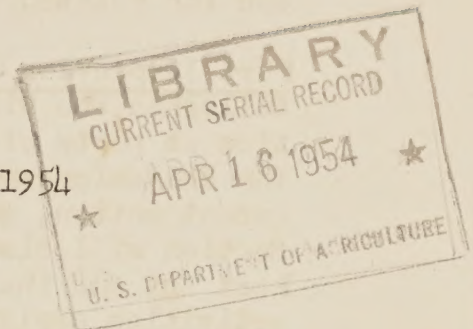


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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Research Service  
Plant Quarantine Branch  
Washington 25, D. C.

March 25, 1954



Plant Quarantine Memorandum No. 564

ORGANIZATION OF PLANT QUARANTINE BRANCH

The organization of the Plant Quarantine Branch was approved February 26, 1954 and copies of the functional chart covering the new setup are being forwarded to each field office. The Branch will begin operations under the new organization effective April 1, 1954. The following notes supplement the information contained in the chart:

Organization - The office of the Chief of the Branch consists of the Branch Chief, Assistant Chief, Staff Assistant, Branch and Inter-Branch Committees, and Administrative Management Section, together with the secretaries and other personnel assigned to those offices. There are three program Sections, namely: The Nursery Stock Section, Port Inspection Section, and Special Programs Section.

As Assistant Branch Chief, Mr. H. S. Dean will continue to participate in the over-all management of the Branch and its program and other operations. In this capacity his duties will include primary responsibility for the administrative management activities of the Branch.

Mr. Ralph W. Sherman will serve as Staff Assistant and will continue to have responsibility for the drafting and clearance of quarantines, regulatory orders, and similar documents. In this connection he will serve as liaison officer between the Branch and the Solicitor's office. He will also continue to assist the Plant Pest Control Branch (Dr. W. L. Popham, Chief) in this capacity in connection with Federal domestic quarantines and similar documents. In addition he will also continue to assist the Director of Crops Regulatory Programs (Mr. A. S. Hoyt) with special assignments.

The organization of the Administrative Management Section is deferred pending further ARS organization in this field. Meanwhile Mr. J. E. Andrews and his associates will continue to assist Mr. Dean in administrative management.

Nursery Stock Section - The Nursery Stock Section will be headed up by Mr. W. H. Wheeler. As indicated in the chart this section will have responsibility for quarantine activities in connection with the importation of nursery stock, plants, seeds, and other plant material quarantined primarily on account of diseases. It will also have overall responsibility for the activities of the Hoboken and District of Columbia inspection houses, for the inspection of plant material in

foreign countries, for post entry quarantine, for studies being made to evaluate the sanitary condition of imported plant material as compared with that of domestic plant material moving interstate, and for related plant quarantine activities.

Port Inspection Section - This Section is to be headed up by Mr. G. F. Callaghan who will have general responsibility for inspection activities at ports of entry other than those in the Interior District and for the enforcement of quarantines affecting the entry of plant products, except cotton, quarantined primarily on account of insects. This Section will also be responsible for the enforcement of the Insect Pest Act and the so-called Snail Act. It is believed that the other activities assigned to this Section are fairly well outlined in the chart.

Special Programs Section - Mr. H. J. Conkle will serve as head of this Section which includes several major activities, namely: (1) The enforcement of Federal foreign and Territorial quarantines affecting the importation and movement of cotton and cotton products; (2) the work done in Washington in connection with export certification; and (3) transit inspection activities and related work under the Terminal Inspection Act together with work done in the Branch in connection with Federal domestic and state quarantines. The Section will have general responsibility for the field activities of the Interior supervisory area, Export Certification and Utilization of Restricted Importations.

Each Section Head will participate in studying manpower needs and personnel assignments with the area supervisors and the office of the Chief. Section lines will of necessity be crossed on occasion, as for example, a recent special assignment for Dr. Ritchie involving a comparative study of imported plant material and domestic plant material moving interstate will be directed through the Nursery Stock Section, although the regular activities of the Interior supervisory area will be directed through the Special Programs Section as indicated. A Section Head will also assist in the work of another Section when the Head of that Section is on leave or in the field.

Mail - Beginning April 1, 1954, mail from the field to the Washington office should be addressed to the appropriate Section. Pending final approval of their new positions, Messrs. Wheeler, Callaghan and Conkle will be designated as Acting Heads of the respective Sections. For example, correspondence on Quarantine No. 37 and related matters should be addressed to Mr. Willis H. Wheeler, Acting Head, Nursery Stock Section. Mail originating in the various Sections will be signed by the Acting Section Heads. Correspondence concerning administrative management matters will be addressed to Mr. Dean, Assistant Chief.

Coordination - As set forth in the chart, the Sections will function on a rather independent basis but there will be very close coordination between the Sections themselves, and between the Sections and the Branch Chief's office. To insure such coordination and as a means of keeping every one concerned familiar with all activities of the Branch a series of committees will be formed to consider quarantine problems as they arise. Each Section Head will serve as chairman of a committee covering

the quarantine field of that Section. Other Section Heads will generally be members of the committee and the chairman will on appropriate occasions request the services of various field personnel who are especially qualified to contribute to the work at hand as members of the committee. It is contemplated that the work of the Plant Pest Control Branch and the Plant Quarantine Branch will be coordinated through a similar arrangement when problems common to both Branches are under consideration.

To further coordinate the activities of the Branch as a whole, greater responsibility is being placed on Miss Pearl Goldberg in reviewing and routing incoming mail. She will see that incoming correspondence is brought to the attention of the appropriate Section or individual concerned and in cases where closely related problems are being handled in different Sections she will see that the pertinent correspondence is brought to the attention of each Section involved. In most instances field personnel submit correspondence to Washington in duplicate. Under the new setup it is particularly important that this practice be followed by every one, for both air and surface mail, as the extra copy is essential as another means of keeping all concerned informed of current problems and enabling the office of the Chief to better coordinate the activities of the Branch.

Directory - The office and home telephone numbers and home addresses of the staff members are listed below for your convenience.

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Plant Quarantine Branch

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Res. Tel. JAckson 4-1180

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Res. Tel. JAckson 2-7340

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Res. Tel. JEfferson 2-3694

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Res. Tel. JUUniper 9-4951

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